



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON GRAFENWOEHR
UNIT 28130
APO AE 09114-8130

IMEU-GFW-ZA

1 December 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #11; Commercial and Religious Solicitation

1. **Effective Date.** This policy letter remains in effect until superseded or rescinded.
2. **Scope and Punitive Effect.** This policy letter is applicable to:
 - a. All military and civilian personnel and their Family Members within the USAG Grafenwoehr Area of Responsibility (AOR), to include on and off post government controlled housing areas.
 - b. Individuals seeking to conduct religious activities, home based businesses, or firms desiring to conduct business or advertise their product or event on property controlled by the USAG Grafenwoehr, to include on and off post government controlled housing areas.
 - c. This policy does not apply to individuals (military, civilian or Family Members) who sell their personal property, which may be advertised on bulletin boards or through the Bavarian American magazine and Bavarian News.
 - d. No agent (anyone who solicits, advertise goods, services, products or events) will be allowed to conduct solicitation within the USAG Grafenwoehr AOR without first obtaining authorization from the USAG Grafenwoehr Commander.
3. **References.**
 - a. AR 165-1: Chaplain Activities in the United States Army, 3 December 2009.
 - b. AR 210-70, On-Post Commercial Solicitation, 5 July 2010.
 - c. AR 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007.
4. **Policy.** As the delegated representative, the Installation Commercial Affairs Officer (ICAO) will:
 - a. Ensure all solicitors read and acknowledge this policy memorandum.
 - b. Ensure solicitors are not on the garrison and/or IMCOM-E bar list or on the USAREUR list of suspended agents.

(1) Home Based Business (HBB). In order to operate a HBB in Government owned or leased quarters, requests for HBB have to be submitted to the ICAO who will process business competition checks with AAFES and FMWR and coordinate the concurrence from the supporting housing manager and legal office. In addition, HBB applicants must register for a small business with the German

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authorities (Rathaus). HBB must meet both German and US (AER 210-70, Section V, Para 19) restrictions.

(2) Religious Solicitation. The garrison cannot give the perception of favoritism of one faith group over another nor allow a religious organization with doctrine or tenants contrary to the values and morals of the United States, or the United States Army access to garrison housing areas. The garrison command chaplain serves as the garrison commander's special staff officer for all matters pertaining to religion. Any request by religious organizations for solicitation on post will be directed to the garrison command chaplain for review and recommendation to the garrison commander.

(3) Agents and/or Representatives (anyone who solicits, advertises goods, products or events) must have an authorization letter from the USAG Grafenwoehr Commander. Agents and representatives in possession of an authorization letter will not solicit in the barracks, unit dayrooms, dining facilities or to a mass captive audience (AER 210-70).

5. The USAG Grafenwoehr commander or his delegated representative has the authority to approve or disapprove home based businesses, commercial and religious solicitation.

6. **Points of Contact are:**

a. For religious solicitation contact the USAG Grafenwoehr Chaplain, Main Post 475-1370 or Rose Barracks 476-1570.

b. Home Based Business applicants, commercial solicitors or other agents contact the USAG Grafenwoehr Installation Commercial Affairs Officer at 475-6753.

c. Private organizations contact the USAG Grafenwoehr Directorate, Family, Morale, Welfare and Recreation at 475-6987.



AVANULAS R. SMILEY
COL, IN
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